

Augusta Recreation and Parks Department

HOUSE RULES for RENTALS

The rental agreement is between Augusta Recreation and Parks Department and the Renter, who is responsible for all fees. (IF ANY PROVISIONS IN THE CONTRACT ARE NOT ADHERED TO, THE RENTING PARTY IS SUBJECT TO AN IMMEDIATE SHUT DOWN OF THE EVENT AND WILL NOT BE ALLOWED TO USE ANY AUGUSTA RECREATION AND PARKS DEPARTMENT RENTAL FACILITY AGAIN.) ARPD reserves the right to disapprove any florist/caterer/etc. who has previously violated the rules or conducted himself/herself improperly.

1. The renter is hereby deemed responsible for any damage or breakage to any portion of the rental facility and agrees to replace/repair in full any damage done to the facility while under rental. (Reasonable wear excepted.)
2. NO tape, tacks, nails, glue, etc. may be used on **ANY** surface — walls, columns, doors, floor, bar, windows or tables.
3. No furniture or equipment owned by the rental facility may be used or moved without permission of the superintendent. At the Old Government House: DO NOT MOVE ANY OF THE ANTIQUE FURNITURE!
4. Do not drag tables or chairs across the floor surface. To prevent scratching or damage to floors or carpets, tables and chairs must be lifted when moving.
5. Candles, including votive candles or tea lights, must be enclosed in glass globes when used in rental facilities. (*Flames must burn below the rim of the enclosure.*) Only smoke-less, drip-less chase candles can be used in candelabra stands. Unity candles may only be lit during ceremonies and must be extinguished immediately after ceremony. ***NO candles or floral arrangements may be placed on the baby grand piano at the Old Government House.***
6. ***Rice, birdseed, glitter, confetti, live rose petals, bubbles etc. may NOT be used INSIDE the building. Liquid string, shredded paper, bird-friendly rice or confetti may not be used OUTSIDE either.***
7. Helium balloons are allowed inside the rental facility provided they are ***tied down and not released*** inside the building. All balloons must be removed after the event.
8. Helium or gas tanks of any kind must be removed from the public areas before the event starts. These tanks are a potential danger if knocked over.
9. The renter must be out of the building within the time frame on the contract. All events must end no later than 12:00 am ***since the rental facility must be cleaned and locked no later than 1:00 am.*** (You must allow enough time to clean before 1:00 am.) Reminder: you must continue to pay the superintendent's hourly rate for your cleaning time.
10. All rental facilities are smoke-free buildings. No smoking will be allowed in the buildings—smoking is permitted outdoors only. For your convenience containers for disposal are located outside. *Please ask guests to utilize these rather than littering.*
11. Extremely loud music is not permitted. Instruments using electric amplifiers must keep amplification down. Performers may not use profanity or encourage unruly behavior. You should advise your band/dj of these rules.
12. Augusta Recreation and Parks cannot assume any responsibility for items left by the caterer, florists, guests, or renter. Renter is responsible for removing ALL articles brought in for event immediately after the event.
13. The renter will be held responsible for all actions of the caterer, florist and any others he/she contracted. These contractors must be informed by the renter of all rules and regulations of the rental facility that is relative to their work; they must provide their own manpower to unload, set up and reload their goods.